

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 4

February 27, 2018

SUBJECT: HANDLING OF FORGED/FRAUDULENT DOCUMENTS – RENAMED AND REVISED

PURPOSE: The purpose of this Order is to add a subsection in the Department Manual for “bulk booking” of evidence recovered in Identity Theft/Forgery investigations. Under this new procedure, the items of evidence individually itemized on a Property Report, Form 10.01.00, would be the items the investigating officer deems significant for case presentation and filing purposes. The remainder of the voluminous bulk items (such as additional counterfeit credit/debit/gift cards, driver licenses, checks, and emails, etc.), while relevant to the case, would not require individual itemization on the Property Report.

PROCEDURE: Department Manual Section 4/525.28, *Handling of Forged/Fraudulent Documents*, has been renamed and revised *Handling Forged/Fraudulent Documents*. Attached is the revised Department Manual section with the revisions indicated in italics.

AMENDMENTS: This Order amends Section 4/525.28 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.


CHARLIE BECK
Chief of Police

Attachment

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**DEPARTMENT MANUAL
VOLUME IV
Revised By Special Order No. 4, 2018**

525.28 HANDLING FORGED/FRAUDULENT DOCUMENTS. When an Investigative Report (IR) is made for Forgery or Identity Theft, the DR number shall be typed or written in ink on the upper right corner of a manila envelope prior to placing the document(s) in the envelope to prevent contamination of the document(s). Paper-clip the envelope containing the unfolded forged/fraudulent document(s) to the back of the completed IR.

Exception: Forged/fraudulent items such as identifications, credit cards, and checkbooks, shall be booked as evidence.

Bulk Booking of Evidence for Identity Theft, Forgery, and Property Reports. Property Division will accept Identity Theft/Forgery bulk evidence items separated and itemized for booking per the Commercial Crimes Division (CCD) investigator's requirements, based on case filing and prosecution.

The evidence items that are individually itemized on the Property Report, Form 10.01.00, are the items the Investigating Officer (I/O) deems significant for filing purposes. The remainder of the voluminous bulk items are important to the case, but do not need to be individually itemized on the Property Report.

Property shall be itemized in the following order:

- Narcotics;
- Money;
- Firearms;
- Property with serial numbers; and,
- Other property.

If related to previously booked evidence, start with the next sequential item number.

Following the narcotics, money, firearms, and property with serial numbers, the identity theft/forgery items listed as evidence shall be the individual subsequent identification items. These items shall be photocopied (back and front) by the reporting officer or the I/O, prior to booking.

At the start of the property listing, the booking officer shall make a note of the CCD detective with their serial number approving the bulk booking.

For Example: Detective III J. Smith, Serial No. 12345, was notified and approved bulk booking.

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<i>Item No.</i>	<i>Quantity</i>	<i>Article</i>	<i>Serial No.</i>	<i>Brand/Drug Weight</i>	<i>Model No.</i>	<i>Misc.</i>
<i>1</i>	<i>1</i>	<i>Narcotics</i>	<i>Cocaine</i>	<i>2.2gg</i>	<i>N/A</i>	<i>White powder resembling cocaine in clear plastic baggie</i>
<i>2</i>	<i>-</i>	<i>Currency</i>	<i>N/A</i>	<i>U.S.</i>	<i>N/A</i>	<i>10 X 1.00 bills \$10.00</i>
<i>3</i>	<i>1</i>	<i>Firearm</i>	<i>126A4</i>	<i>Smith and Wesson</i>	<i>Beretta</i>	<i>9mm Semi Auto., Blue Steel Pistol</i>
<i>4</i>	<i>1</i>	<i>Credit Card</i>	<i>1234-5678-012</i>	<i>B of A</i>	<i>Visa</i>	<i>Imprinted with the name "John Doe"</i>
<i>5</i>	<i>100</i>	<i>Credit Cards</i>	<i>Misc. Numbers</i>	<i>Misc. Brands</i>	<i>Master Card</i>	<i>Misc. Credit Cards</i>
<i>6</i>	<i>1</i>	<i>Misc. Mail</i>	<i>N/A</i>	<i>U.S. Mail</i>	<i>N/A</i>	<i>Misc. Mail unopened/opened (bulk)</i>
<i>7</i>	<i>25</i>	<i>Driver's Licenses</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>W/ various names and license numbers</i>
<i>8</i>	<i>55</i>	<i>Gift Cards</i>	<i>N/A</i>	<i>American Express</i>	<i>N/A</i>	<i>W/ various card numbers</i>
<i>9</i>	<i>45</i>	<i>Checks</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>W/ various names, banks & amounts</i>
<i>10</i>	<i>1</i>	<i>Misc. Papers</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>W/ various victims' information</i>

Items with identifiable serial numbers, (e.g., card reader, printer/embosser), shall be itemized per Department standards and listed on the Property Report as a separate item.

Property Officers shall verify all items for correct quantities and shall inspect and inventory all containers for proper identification and accurate descriptions on the Property Report.

For evidence that is held for prints, officers shall provide a copy of the print request ticket with the Property Report. Technical Investigation Division will conduct or decline the analysis within 90 days. Once completed or declined, the I/O or booking officer shall return to Property Division to rebook the identified items.